

Student Handbook



Blackwell Civilian Conservation Center

4155 County Hwy. H

Laona, WI 54541



FROM THE CENTER DIRECTOR

Welcome to the Blackwell Civilian Conservation Center!

At Blackwell you will be responsible for your success. Your actions will determine your destiny. Your decision to come to Blackwell reflects your desire to invest in your future. All staff on this center are here to help you reach your goals. Your hard work and willingness to learn will ensure that you leave Blackwell as an employed graduate.

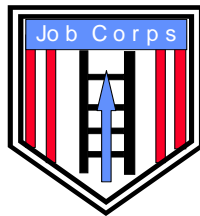
Take a look at yourself and where you want to go with your life. Make decisions that will help you get what you need. Don't be afraid to ask for help and assistance.

Congratulations on qualifying for this scholarship program. Take advantage of all the center has to offer. You are following in the footsteps of thousands of successful people who have used a Job Corps Scholarship to achieve success and make dreams come true.

/s/ Jason L. Maloney
JASON L. MALONEY
Center Director

JOB CORPS MISSION STATEMENT

To create a safe, secure, supportive, and clean environment for our students that is conducive to their accomplishing the maximum academic, vocational, social, and employability skills. This will enable them to obtain the tools necessary to be employable and earn living wages now and in the future; and to become productive responsible members of society.





CAREER!!

CTP

Career Transition Period

(post-center)

Graduates will begin career, find housing, transportation and support services with help of Job Corps for 12 months post-placement, stay in contact with Job Corps and respond to 13 week, 6 and 12 month survey requests.

CDP

Career Development Period

(on-center)

Students will learn a trade, achieve academic goals, learn communication, problem-solving and social skills, begin job search, prepare for independent living, graduate. (Students who leave prior to graduation will receive initial placement services for up to 90 days).

CPP

Career Preparation Period

(first 60 days)

Students will learn about life in Job Corps, learn employability and job search skills, including computer fluency, work with staff to create and commit to a personal career development plan. (Students who leave during CPP will receive basic referral services.)

OA

Innovative Outreach / Admissions

Develop community education programs and creative outreach networks, market to youth development agencies, educate one-stops, teach prospective students about life in Job Corps and CDSS.

MESSAGE FROM THE CENTER DIRECTOR

February 2007

MISSION STATEMENT

DIRECTORY AND VICINITY MAP

CDSS

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A. ACADEMIC AND VOCATIONAL PROGRAMS

Class and Work Schedule

While at the Center, students work in the classroom and on training sites. The schedule runs from 7:30 A.M. to 3:50 P.M. Students are expected to be present and on time for all classes, work assignments, and scheduled appointments. Regular attendance is a requirement.

The bi-weekly class schedules are changed occasionally; situations such as course completions, panel recommendations, and special requests make these changes necessary.

Students receive a new schedule whenever a change is initiated. There may be a gap of several days before receipt of a new schedule. Students must continue to attend the completed class until receipt of the new schedule. Students will attend the new class on the date indicated on the new schedule. Schedules are posted on bulletin boards throughout the Center.

1. Where are student schedules found? _____

Career Exploration Program (CEP)

CEP permits students to experience the vocations at Blackwell Job Corps first hand. The Career Preparation Specialist assists students:

- To explore career interests through tours and films;
- In discovering the requirements of training of each vocation;
- To find information about each vocation, such as the pay, and career placement possibilities.

2. Who is the Career Preparation Specialist at Blackwell? _____

Vocations

The vocations offered at the Blackwell Job Corps Center are:

Union Programs

Bricklaying

Carpentry

Painting

Contract Programs

Business Technologies

Health Occupations

Welding

Center Programs

Electrical

Construction Crafts Laborer

The vocational training a student pursues depends on interest and willingness to work hard and study, and the availability of training slots at the time of application.

Center Support

Students are expected to participate in maintaining the Center as a clean and wholesome place in which to live and learn, as part of their training.

Vocational Clothing Issue

Required clothing for training, including safety shoes is provided by the Center. Students are financially responsible for the misuse or abuse of such items. Clothing is returned to the Center if a student exits training prior to completion. The type of clothing, tools, books and supplies are based on the vocational trade in which a student is enrolled.

Academics

After Career Preparation, students either begin to attend Basic Education classes to review and increase skills in reading and math or to attend HSED classes in order to obtain their High School Equivalency Diploma (HSED), if needed. Education is the key to success; students should address any questions or concerns about the Education Program at Blackwell to the teachers or the Principal Teacher.

3. Who is the Principal Teacher at Blackwell? _____

Assessment Testing

The Blackwell Job Corps Center is designed so that students enter the program at their own level. Students are placed into the appropriate classes based on assessment testing conducted during CPP.

4. What is CPP? _____

HSED (High School Equivalency Diploma)

Students without a high school diploma are able to work towards obtaining a HSED. A HSED is the legal substitute for a diploma; and can help students get a job. Either a HSED or a diploma is required to complete many training programs. Students enter HSED classes whenever their basic skills are sufficient to pass the entry test.

High School Diploma

Students that are not too far behind in credits may be considered for one of our linkage programs to earn a High School Diploma. Students should speak to their academic teachers if interested in this option.

Driver Education

Driver Education is offered to all students. Students enrolled in a vocation in which possession of a driver's license is essential for employment are given first priority in course enrollment.

B. RESIDENTIAL LIVING

Residential Advisors

Residential Advisors help students adjust to the new living situation at the Center. Residential Advisors are staff members who work primarily in the dormitories. Their work schedules are arranged so that there is always someone to assist students, day or night.

Residential Advisors help students learn how to make good use of free time; and they work with other staff to introduce new and different activities to students.

Also, Residential Advisors and Counselors meet with students individually and in groups for counseling and group discussions.

5. Who is the head of the Residential Living Department? _____

Career Success Standards (CSS)

Since there are many young people living together on the Center, it is necessary to have rules and regulations so everyone has the chance to live in pleasant, comfortable and orderly surroundings.

CSS, is a curriculum, which teaches appropriate social behaviors to Job Corps students. Standards are introduced to students through structured small group lessons and reinforced by on-going positive staff interventions.

There are 50 basic skills ranging from simple ones, such as personal hygiene and asking a question, to more complex skills like understanding the feelings of others and using self-control.

Career Success Standards are introduced in small group sessions led by trained facilitators. Students see appropriate behaviors modeled, practice using new standards, and discuss how they might use the standards in everyday life. Learning is reinforced by all Center staff by using positive intervention techniques to confront inappropriate behaviors.

Improved social skills lead to better interpersonal relationships, less trouble with others, and a better chance of success on the job. Good social skills make good citizens.

6. In general, what is taught in the CSS program? _____

Dormitories

The dorm is a student's home away from home. Students are responsible for the cleanliness and orderliness of the dorm. Every student is assigned dorm duties on a rotating schedule and each student is expected to do his/her share of the work. For all assignments, students are expected to report on time and complete the tasks satisfactorily.

Student bank hours are posted in the dorm. Students are encouraged to use this benefit to avoid theft.

In the dorm, there are some areas that are used by all students. These are the day room, utility room, and bathrooms. Everyone is responsible for keeping them clean.

Dormitory Hours

On academic / vocational training days, students must be out of the dorm by 7:30 A.M. The dorms are open on weekdays from 3:50 P.M. until 7:30 A.M. the following day. Students are not permitted in the dorm during the training day.

Rooms

Students are expected to keep their room clean, neat and orderly. Inspections of rooms, bathrooms and closets occur daily. Each training day before leaving the dorm students are to make sure everything is ready for inspection. All the cleaning supplies are provided by Residential Advisors. If repairs are needed; students inform the Residential Advisor who will notify the maintenance staff.

To make rooms special and comfortable, students may add personal items. However, No nude posters, No painting on the walls, No graffiti, No stickers or pictures on the walls and No incense or candle burning in the rooms are permitted.

TV Lounge

There is a TV lounge in each dorm. It is a place where students watch TV and relax. The TV lounges are open according to the schedules posted in each dorm.

Bed Check

Proper rest is necessary for students to do well in training. In order for students to get enough sleep, bed checks are conducted. Each dormitory has a normal lights out schedule posted on the bulletin board. All radios, TV's, stereos and lights are turned off and the dorm is quiet at this time.

Check In / Check Out

The Center is responsible for a large number of students. As a result a check-in/check-out system is part of the Blackwell Job Corps Center's accountability system. Students must have approval to leave the Center.

7. What must a student do when arriving at or leaving Center? _____

Free Time

Students free time is determined by satisfactorily passing room or dorm inspections, probation status, class attendance, performance evaluations, behavior, etc.

Visitation Between Students

Students may visit other students outside of their dormitory, but must have a pass from their Residential Advisor before visiting another dorm.

Non-Resident students are not allowed on Center without prior permission from their Counselor.

Visitors

Prior to visiting the Center, **a 24 hour notice is required.**

All visitors are expected to sign in and out, obey Center rules, and dress appropriately. Students meet their visitors in the Duty Office and may entertain these visitors in a place designated by the Duty Officer. Parents or guardians may be allowed to make a brief visit to dorms and/or rooms, as determined by the Duty Officer.

Hours of visitation are posted on the bulletin boards throughout the Center. Visitors under 18 years of age must be accompanied by an adult and remain in the presence of the adult while on center.

Ex-students are not free to come onto the Center without first checking with the Duty Officer, except if they are on business with staff. Permission must be obtained from the staff member or department head with whom they are requesting to visit. Staff may refuse to admit visitors on the Center. Also, ex-students are expected to follow all other requirements for visitors.

Laundry and Linen

Students are responsible for doing their own personal laundry. Laundry facilities are available and soap is provided. Each dorm follows a schedule. Bed linens are turned in weekly. Students should see their Residential Advisor for the schedule. Towels and wash clothes can be changed daily, after the training day.

Dry Cleaning

Students should contact their Residential Advisor for dry cleaning needs.

Mail

Student mail is passed out in the dorms by the Residential Advisor. Packages or special delivery mail notices also go through Residential Advisors who inform the students. If students are away from the Center on leave or pass, mail is held until students return to the Center.

When mailing a letter, students are encouraged to put their name and dorm on the return address, so if the letter comes back, it can be returned.

Family and friends should put the student's name and dorm on letters they send. Nicknames should not be used. Any mail not clearly addressed where the recipient cannot be identified will be returned to the sender. In order to ensure receipt of mail, the following method of addressing the envelope/package should be used:

Student Name and Dorm Name
Blackwell C.C.C.
4155 County Hwy H
Laona, WI 54541

Family and friends should NOT SEND CASH or PERSONAL CHECKS THROUGH THE MAIL. Postal or Bank Money Orders are the best ways to send money. NOTE: Money orders can be taken to the Administration Building and then it will be taken to the bank to be cashed. We do not accept money wires.

8. What should never be sent through the mail? _____

Telephones

Telephones are available during leisure hours in the dorms. No phones in P.X.

C. RECREATION

The Recreation program offers a variety of team as well as individual and co-ed activities that benefit students both socially and physically. Life long skills are acquired by participating in these activities. In addition, the Center provides free outings to points of interest in the area. The activities are planned to meet the needs and interests of the students. Schedules for the activities are posted in the dorms. Sign up sheets are available through the Residential Advisors.

Basically, those students who remain in good standing are offered a variety of leisure time activities.

Recreational Activities

The planned recreational activities are determined by the recreation staff with input from the Student Government Association's Recreation Committee. Students are encouraged to provide input through the Student Government Association.

Planned activities include arts and crafts. Students receive instruction in the usage of the Art Room and are assisted with various art projects. Planned activities also include sports, both free-play and league play, as well as gym and weight room use. Students are encouraged to participate and get in better condition. The object of the sports program is to participate and have FUN! Activities offered in the Recreation Hall include video games, pool, card playing, etc.

Equipment Checkout: Equipment available for checkout is the responsibility of the student checking out the equipment. The cost of lost or stolen equipment is charged to the student who checked it out. Student ID's are required for checking out equipment.

9. The Recreational Supervisor is? _____

Student Store / Snack Bar

The Student Government Association sponsors a student store on Center grounds. Snacks and merchandise (including toiletries) are offered for sale. Students may request non restricted items to be sold, by contacting their Student Government Representative.

D. STUDENT GOVERNMENT

The Student Government Association (SGA) exists for students. It's an opportunity to make the Center a better place to live, work and learn. It is said, "No one of us is as smart as all of us." So, students are encouraged to join SGA because their thoughts, ideas, support, and work are important!

The Student Government Association (SGA) consists of a President, Vice President, Secretary, and two dorm representatives from each dorm, along with a staff advisor. The SGA has a Constitution and By-Laws that govern its activities. Officers and representatives must meet and maintain certain requirements to hold office. The officers are elected by the entire student body, where the representatives are elected by each dormitory.

Some of the activities involving the SGA are:

- Various SGA committees, made up of an SGA representative and non SGA members, make recommendations to the Center Management Team through the SGA that affect Center life. Some examples of committees are: Food Committee, Recreation Committee, Intergroup Relations Committee, Wellness Committee, etc.
- Special Recreational Activities such as dances, off-center trips, etc.
- SGA representation on standing center Committees, Councils, and Review Boards.

The SGA is a positive mechanism for students to make their opinions and desires known to the Center Management Team. Every student is strongly encouraged to get involved in the SGA process. Students desiring additional information about the SGA should see their SGA dorm representatives, officers, or advisor.

10. Who is the SGA Advisor? _____

Leadership Program

The Leadership Program is designed to teach basic leadership skills, such as goal setting, self-awareness, coping, listening, speaking and reality awareness. The program provides students motivation to be more responsible as well as coping mechanisms to deal with others in a positive and mature manner. Students attend Leadership Training and become Leaders after gaining Center experience, demonstrating leadership skills, being endorsed by the leadership committee, and finally elected by their peers in the dorm. Students that express an interest in the Leadership Program are encouraged to speak to their Residential Advisor.

E. HEALTH SERVICES

The Blackwell Job Corps Center professional medical staff take care of student health and dental needs. If special care is necessary, Health Services make the arrangements. Upon arrival, students are given a cursory health examination including blood tests to identify any immediate health problems or medical needs. Soon thereafter a complete physical examination, immunizations (shots), a health evaluation, a pelvic exam and a hernia check are conducted by the Center physician. Dental examinations are done between 45-75 days after arrival on center. Follow-up medical and dental care are provided as needed.

Follow-up Exams and Treatments

Notice of medical and dental appointments are sent to students for follow-up examinations. Students are responsible to attend scheduled appointments. The financial responsibility for medical expenses obtained by a student while off-Center belongs to the student.

First-Aid

All staff are trained to provide treatment of minor injuries and ailments, and dispense tylenol, band-aids, cold remedies, etc.

Minor Illnesses

The Health Services Department, located in the basement of the Administration Building, is open Monday through Friday. Student sick call hours are posted throughout the Center on bulletin boards.

Emergencies

If a student has a medical emergency during the training day, teachers or instructors notify the medical staff and set up an emergency appointment. Students should note that prescription renewals, headaches, colds, etc. are not emergencies.

If a student becomes ill on Saturday, Sunday, evenings and non-class hours, he/she should see the Residential Advisor and explain the problem.

Excused Absences

In order for students to be excused from class or trade because of an illness, a signed Health Services Department excuse is necessary.

Prolonged Illness

A student with a prolonged illness requiring more than three (3) days out of training and upon the written recommendation of the Doctor, the Health Services Administrator may request medical leave for the necessary length of time.

A medical separation is likely for students with an illness which requires long term care or absences, or if absences from class or trade due to illness are frequent.

Stress and Trouble

If stressed, troubled or upset, students should see a Counselor for help.

Pregnancy

Students need to be concerned for themselves and their partners. Students interested in information about birth control options, AIDS, or venereal disease (VD), may go to the Health Services Department for assistance. Also available for help are: the Health Education Instructor, Residential Advisor, Counselors, Mental Health Consultant and Pregnancy Coordinator.

If pregnancy occurs while enrolled, students are permitted to remain in the Job Corps Program until the 28th week of the pregnancy, only if the student continues to function well. The Health Services Manager will assist pregnant students who leave the Center, have the baby and return to Job Corps.

Accidents/Injuries

While enrolled in Job Corps, in the event of an accident or injury, students are covered by the Office of Workers' Compensation. If a student suffers a permanent or long term injury in the line of duty as a Job Corps Enrollee, he/she is entitled to Federal Employee's Compensation Benefits through the Office of Workers' Compensation Program after separation from the Center. Students should immediately report all accidents / injuries to the supervisor of the area where the accident occurred.

Student Responsibility

1. Students should take care of themselves and have good health habits.
2. Students should keep medical and dental appointments, be on time, and tell the nurse or Doctor about any health problems.
3. Students should use the Health Services Department only when feeling very sick or when they need medical advice.

11. Who is the head of the Health Services Department? _____

Training Employee Assistance Program

The Training Employee Assistance Program (TEAP) attempts to work with students in a caring professional manner. Education, counseling and assessment are given in order to deal with and eventually overcome the disease of alcohol and other drug abuse.

The TEAP Counselor holds regular, individual, and group counseling sessions. Students behavior may mandate participation or they may voluntarily participate. As a result of the program, we hope to help students to become productive, employable individuals who are willing to conform to the laws of society.

12. Who is the TEAP Counselor? _____

F. COUNSELING

The Counseling program provides various services that help students while in the program, on their future job, and as good citizens in the community.

Each student is assigned to one Counselor. It is recommended that students get to know their Counselor. A Counselor will help each student in identifying and establishing training goals, in dealing with personal and social problems, and in evaluating student progress through performance evaluation panels.

The Counselors' schedules are posted near the entrance to the counseling center. Counselors are available after training and/or school to students without a pass. During the training day, students need a written pass to see their counselor from the staff in their assigned area.

At times counselors see students individually, and at other times in a group with other students. These meetings are required; and students are expected to attend when they are scheduled. Discussions with Counselors may involve a number of subjects including absences from school, behavior, illnesses, progress, drug misuse, sexual problems, inter-racial conflicts, arrests and involvement with law enforcement as well as family concerns. The topics of discussion are limitless.

13. Who is the head Counselor? _____

Where are Counselors' schedules posted? _____

G. EVALUATING STUDENT PROGRESS (ESP)

Students are evaluated on their progress throughout their enrollment at Blackwell. **Evaluating Student Progress (ESP)** Panels are conducted by the student's Career Management Team. The Career Management Team is composed of a Counselor, and a staff member from the academic and vocational departments. The Team is set up to evaluate each student's progress and subsequently ensure each student receives the maximum benefits from Job Corps.

ESP Panels are scheduled approximately every 60 days. At these scheduled conferences with each student, Team members evaluate the student's progress in academics, vocational training, work based learning, employability, information technology, communication, social skills, and independent living skills, as well as the comments of instructors, teachers, residential advisors and counselors. This is a general check into what and how each student is doing in the program.

The Team recognizes career training successes and works with students to resolve any barriers to success that may arise. Based upon the evaluation, the following recommendations may be made:

- Class schedule changes (academic and/or vocational)
- Conferences with staff members
- Performance or behavioral contracts
- Administrative or Maximum Benefits separation from Job Corps
- Special recognition

14. Describe why ESP Panels are held for students.

H. NON-RESIDENT PROGRAM

Non-resident students at the Blackwell Job Corps Center are eligible to participate in all aspects of the Job Corps Program with the exception of remaining on Center from the close of the recreational facilities in the evening until the opening of the Cafeteria in the morning. Non-resident students may take part in all recreational programs, movies, and other Center activities. Approval from their assigned Blackwell counselor is necessary for these after training hours activities.

Accountability

Non-Resident students are required to sign in each training day in the register in the Administration building. Students must notify the Center before 7:30 AM if an emergency arises and are unable to attend or be on time. The student's school is the sole provider of transportation to and from Blackwell.

When absent from the Center without an excuse, students are considered "Absent Without Official Leave" or "AWOL".

Dining Hall

Non-Resident students in training on Center are authorized breakfast, lunch, and dinner in the Center Dining Hall, Monday through Friday.

Center Support

Non-Resident students, as well as resident students are expected to participate in keeping Blackwell Job Corps Center a clean and wholesome place in which to live and learn.

Medical - Dental

Non-Resident students may use Medical-Dental services during regular Health Services hours or by appointment only.

A staff Counselor assigned to Non-resident students, assists these students as well as coordinates activities with the students' high school officials.

Visiting

Any Non-resident student wishing to visit a resident student must follow all regular visitor rules and hours. Resident and non-resident students will be held equally responsible for any inappropriate visiting. Non-resident students report and sign in with the Duty Officer during non-training hour visits. Non-resident students must inform their assigned counselor, in advance, of anticipated visits.

- All non-resident students must show their I.D. whenever requested.
- Non-resident students are not allowed in the residential dorms.

I. DINING HALL

Serving Hours

The approximate serving times are listed below. Adjustments to the schedule are made periodically for special meals, events, etc. Students should check with their assigned area supervisor for exact times.

Monday - Friday

6:00 AM - 6:45 AM*	Breakfast
11:00 AM - 12:35 PM**	Lunch
5:00 PM - 6:15 PM**	Dinner

Weekends and Holidays

7:30 AM - 8:30 AM	Cold Breakfast
10:30 AM - 12:00 Noon	Brunch
5:00 PM - 6:15 PM	

* Students are asked to leave the Dining area by 7:00 AM, Monday - Friday.

**Actual times to be posted in dorms and around the Center.

Dining Hall Do's and Don'ts

During Introduction to Center Life students are briefed as to the following conduct expectations in the Dining Hall:

1. Eat all food taken.
2. Take your dishes and tray to the dishwashing window when finished eating.
3. Speak softly while in the serving line and while eating.
4. Leave the Dining area after completing your meal.
5. Remove your hat when in the building.
6. Do not cut in front of others in the serving line.
7. Do not bring radios or tape players to the dining room.
8. Do not bring cups into the dining area or remove ice or drink from the facility without permission from the Kitchen staff.
9. Do not take dishes, silverware, glasses or trays from the Cafeteria.
10. Do not take food from the Cafeteria except when ordered by Health Services for someone ill.

Dining Hall Dress Code

The Center wide dress code is observed in the Dining Hall.

15. Who is the Dining Hall Supervisor? _____

J. MONEY AND ALLOWANCES

While at Blackwell Job Corps Center, students earn a living allowance, a personal clothing allowance and a transition payment. If needed, an allotment may be sent home to a husband, to a wife, or for support of a child. All monies of Job Corps enrollees are taxable and are subject to income taxes according to the Internal Revenue Code. In addition, social security (FICA) is taken out of all pay and transition payments. Other non-tax related deductions from transition payments include payment for loss or damaged equipment/property.

Living Allowance

New students receive “arrival pay” in the amount of \$25.00.

For the first 56 days in pay status, student living allowance (i.e. paycheck) is \$25.00 every two weeks. After 57 “PAID” days (No AWOL or Administrative Leave Without Pay days) student allowance will be \$30.00 every two weeks. After 113 “PAID” days in the program, student allowance is \$40.00 every two weeks. After 183 “PAID” days in the program, student allowance is \$50.00 every two weeks.

	<u>Bi-weekly</u>
0 - 56 days	\$25.00
57 - 112 days	\$30.00
113 - 182 days	\$40.00
183 + days	\$50.00

If a student owes any money to the Center for items such as civil fines, fines imposed by the Center Standards Officer (for rule violations or damages), and lost or destroyed government property or training equipment, it may be deducted from the bi-weekly paycheck.

It is important to remember that in order to pick up any monies, students must have proper identification. Identification cards are issued the first day. No student will be given any money unless an ID is presented. If a student’s ID card is lost, a \$5.00 replacement cost is charged.

Transition Payment

Transition payment is made to students in the following amounts:

- \$ 250.00 for attainment of an HSED or HSD while at Job Corps
- \$ 750.00 for completion of a Vocational trade
- \$1200.00 for attainment of an HSED or HSD and completion of a Vocational Trade

In addition a stipend is paid each time a student completes a follow up survey, after they have left the program. Students should speak to their counselors for more information regarding this.

Note again the following may be deducted from a student's total transition payment:

- Social Security (FICA)
- Federal Income Tax
- Student portion of the child care allotment (if applicable)
- Payment for lost or damaged Center equipment (if applicable)

Child Care Allotment

Students with children may have deductions up to \$15.00 taken from their bi-weekly allowance. These deductions will be matched at 5 times the student share by Job Corps and sent to designated allottees. Students wishing to set up child care allotments should contact Administration staff.

Personal Clothing Allowance

In order to build up a wardrobe, students receive a clothing allowance to buy clothes and some accessories. The clothing purchased should be appropriate for on-Center/off-Center training, work based learning, and job interviews. Identification cards are required for clothing purchases.

A suggested list of items for purchase using the personal clothing allowance include:

FOR MEN

Belts	Slacks
Coats	Socks
Gloves	Suits
Hats/Caps	Ties
Jackets	Sweaters
Pants	Jeans
Neck Scarves	Underwear
Shirts	Shorts
Shoes	

FOR WOMEN

Belts	Shorts
Coats	Skirts
Gloves	Suits
Caps	Sweaters
Jackets	Socks
Neck Scarves	Hose
Blouses	Shoes
Underclothing	Dresses
Jeans	Slacks
Anklets	

Luggage, clothing bags, jewelry, shoe shine kits, wallets, purses, and baby clothes are not allowable items.

Clothing Disbursement Schedule

Personal clothing allowances are disbursed in the amounts shown below.

- | | | | | |
|---|---|---------------------------|---|----------|
| 1. Between 30 and 90 days | - | 1 st Allowance | - | \$100.00 |
| (First allowance shall be used by centers, rather than provided directly to students, for the purchase of their uniforms) | | | | |
| 2. Completion of 180 days | - | 2 nd Allowance | - | \$100.00 |
| 3. Completion of 300 days | - | 3 rd Allowance | - | \$117.00 |
| 4. Students Completing 420 - 540 days | - | 4 th Allowance | - | \$103.00 |
| (Depending on Graduation) | | | | |
| 5. Between 26 and 30 months | - | 5 th Allowance | - | \$103.00 |

If students have any questions about the procedures and scheduling of clothing trips, they should see the Supply Clerk.

16. Why is there a personal clothing allowance? _____

17. Who is the Supply Clerk? _____

Money From Home

Money received by students from home, should be in the form of a money order. The student store will not cash any money orders. (No personal checks or Western Union). Students are encouraged to deposit all monies in the student bank.

Income Tax

If a student has any outside income and/or has been employed where taxes have been deducted, an income tax return should be filed. Filing information and assistance on completing the form may be obtained from the counseling staff. During Introduction to Center Life, a finance representative will explain a student's right not to have tax withheld from the living allowance. A W-4 exemption tax form must be filled out and signed.

K. BREAKS, LEAVES AND PASSES

Winter / Summer Break

Students are entitled to scheduled breaks set by the Job Corps National Office. Each break includes approximately 10 training days and 3 weekends. The Winter Break usually begins in the 3rd full week of December, and the Summer Break usually begins in the last week of June.

Administrative Leave With Pay

Students may be placed on administrative leave with pay and allowances for the following circumstances:

- Center closure for emergency conditions
- Securing medical / dental treatment as concurred by center health services staff
- Subpoenaed court appearance
- Mandatory court appearance for probation or parole board
- Temporarily housed off center as a precaution against harm or injury to self
- Short - term active duty in the National Guard
- Other circumstances of an urgent personal nature (e.g., interruptions in child care arrangements).

Students should see their counselor for details / verification requirements.

Administrative Leave Without Pay

Students may be placed on administrative leave without pay and allowances for the following circumstances:

- Family compassion or hardship
- Court appearance as a defendant
- Pending results of disciplinary fact finding when deemed necessary to remove student from center
- Elective medical / dental treatment

Students are required to provide their own transportation on unpaid Administrative Leave. Students should see their counselor for details / verification requirements.

AWOL (Absent Without Official Leave)

Students are AWOL if they do not return on the scheduled day from break, leave, pass or if they leave the Center without authorization. Six consecutive training days of AWOL results in being

separated from the Job Corps Program. Students are separated if 12 AWOL training days are accumulated within a six month period.

Emergency Leave

The circumstances in which emergency leave is granted to students include:

- Death in immediate family (mother, father, spouse, grandmother, grandfather, child, sister, brother, guardian, sole living blood relative, someone acting in lieu of parents)
- Life threatening illness or injury of immediate family member(s)
- Serious illness or injury to student's child

All emergency leave requests are handled by Counselors who verify the emergency situation by calling authorities or other responsible persons aware of the conditions at home. Students should see their counselor for details / verification requirements.

18. Who should a student talk to about leaves? _____

Weekend Pass

Students may be authorized one or more weekend passes per month, if eligible. A weekend pass begins after training on Friday and ends early Sunday evening. The Center sometimes provides transportation to nearby cities; and students pay for lodging and meals.

Students should see Residential Advisors for specific eligibility requirements and procedures to follow in obtaining a weekend pass. Minors need parental consent for unsupervised passes and trips.

L. SECURITY AND LEGAL ADVICE

Arrest

If any student is ever arrested, he or she should contact the Center to report the location and reason(s) for being held. The Blackwell Job Corps Center phone number is 715-674-2311. Court appointed legal representation may be provided in most jurisdictions.

For Other Help

Students should notify their Residential Advisor, CSO (Center Standards Officer), a Counselor, or a SART (Sexual Assault Response Team) member IMMEDIATELY, if ever threatened, beaten or raped.

Lost and Found

Students should report any lost, stolen or found articles, or any information pertaining to a theft to their Instructor or Residential Advisor.

The Residential Advisor or CSO investigates situations related to theft or an alleged theft.

I.D. (Information)

Photograph I.D. cards are issued to each student upon entry to Blackwell. For security purposes students are required to wear their I.D. card with a lanyard. If I.D. cards are lost, students must report to the Administration Department between 7:30 AM - 7:40 AM at which time a replacement I. D. is issued for a \$5.00 fee.

19. How may a student get a new ID card? _____

Search and Seizure

Job Corps respects the right to privacy and to protection against unreasonable searches. There are, however, general inspections of the dorms and storage areas (closets, dressers, suitcases) for health and safety reasons. During these inspections, if prohibited or unauthorized goods are found, they will be confiscated; and penalties are issued. Packages and luggage going in and out of the Center are also subject to inspection.

Searches for unauthorized or prohibited goods, are authorized by the Center Director, Deputy Center Director, Residential Living Manager or the Center's Duty Officer. Unannounced searches are conducted to ensure Job Corps policies and Center health and safety requirements are being observed.

Uncovered unauthorized goods or items will be confiscated. A negative Incident Report is written; and subsequent disciplinary action is taken by the Center Standards Officer. Criminal prosecution is an option in some cases.

The following goods/items are forbidden on Center and may be cause for separation:

- Weapons or dangerous instruments such as guns, knives, etc.
- Explosives
- Marijuana, drugs or equipment for drug use
- All alcoholic beverages
- Stolen goods

If surrender of weapons or goods (other than stolen property or narcotics) is voluntary, a lesser penalty and/or leniency may be considered in lieu of a strict penalty.

All rules pertaining to unauthorized goods are strictly enforced.

All students must comply with Center Safety Rules and Regulations as they are developed. Students with questions regarding unauthorized goods should contact the Center Standards Officer.

20. Who is the Center Standards Officer? _____

Legal Advice

Questions about Legal Services are handled by Center Counselors. They provide students with assistance in obtaining legal services in areas such as: divorce, child support, parking tickets, child custody, traffic violations, threats, being sued, and bodily harm, to name a few.

M. REPORT OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS

Students should report any unsafe or unhealthful working condition to their immediate supervisor or the Center Safety Officer.

21. Who is the Center Safety Officer? _____

N. TORTS AND CLAIMS for lost, damaged and stolen property

Job Corps may pay claims for lost, damaged or stolen property, up to a maximum of \$300.00 when such a loss is not due to student negligence or when the property is in the protective custody of the Center.

Students should notify the supervisor of the area of any loss that qualifies as a Tort Claim. Staff will assist students in completion of the necessary forms.

The U.S. Department of Labor's Regional Office for Job Corps either arranges to pay for the claim or denies the claim with justifications.

NOTE: Students are discouraged from bringing electronic equipment to the Center. These items are prone to theft. The Center accepts no responsibility for these items if they are stolen. Students are required to sign a waiver acknowledging that the Center takes no responsibility for these items.

O. E. O. RIGHTS AND PRIVILEGES

Voting

All Students at the Blackwell Job Corps Center are legal residents of Wisconsin. Students who are 18 years of age or older, may vote in all elections. Registration is a prerequisite to voting, however. Contact a Residential Advisor or Counselor for information on how to register. If already registered elsewhere, staff will assist in obtaining an absentee ballot.

Religious Activities

The right to worship is not denied to any student. While religious services are usually not held on Center, the Center does arrange transportation to church services on Sundays. Information regarding various available church services are posted on the bulletin boards in the dorms. Students with questions about religious activities, should contact their Residential Advisor or Counselor.

Civil Rights and Discrimination

The Equal Opportunity Policy Statement states that no applicant for Job Corps or Job Corps Member shall be discriminated against on the grounds of race, color, religion, sex, national origin, handicap or political affiliation. Students are treated equally with no discrimination of any kind.

An Equal Opportunity (E.O.) Officer, appointed by the Center Director is responsible for hearing all complaints by students regarding discrimination. The E.O. Officer provides a presentation for new enrollees in order to communicate the Center's policy regarding equal opportunity. During introduction to center life, students are advised of the proper complaint procedures.

22. Who is the EO Officer? _____

Complaint Procedure

Students wishing to file a complaint of discrimination based on race, gender, color, disability, national origin, religion, age, or political affiliation or belief, shall file such complaints with the E.O. Officer. The E.O. Officer will, by following proper procedures, work to resolve complaints.

Immunity For Complaints

Persons who file complaints are treated fairly and are not subjected to any retaliation or other administrative actions based upon their submission of such complaints.

Sexual Harassment, Discrimination and Intimidation

Job Corps makes every effort to create and maintain an environment that is free of any type of discrimination, including sexual harassment and intimidation. Harassment is defined as any verbal or non-verbal action directed from one person to another which has the effect or intent of demeaning or intimidating the other person. It is the policy of Job Corps that sexual harassment is forbidden and is not tolerated.

Responsible Sexual Behavior

At the Blackwell Job Corps Center, each student is expected to exhibit responsible sexual behavior; that is, sexual behavior which does not interfere with the rights of others, and does not reflect negatively on the Center.

No intimate sexual activity is permitted on the Center between one or more people. Intimate sexual activity does not include holding hands, walking with an arm around another person, embracing in a greeting or a parting. Any other sexual activity is considered intimate sexual activity and will be a violation of Center rules.

Overall, the best approach to regulating sexual behavior is for each student to be responsible in his/her behavior as an adult of the Blackwell Job Corps Center community. Those students, who do not control their behavior, may forfeit their right to Job Corps Training. Any student involved in any kind of coercive or forceful sexual activity against another person (or persons), will be given a Disciplinary Separation, and probable criminal prosecution.

P. THE INCENTIVE SYSTEM

Incentives exist for students who follow Center rules and regulations. Those students who do prove themselves by exhibiting consistently good behavior for longer periods of time have the advantage of receiving greater privileges than those who do not follow rules and regulations, or for those who are not on Center as long. Basically, a positive, responsible student who observes the rules receives more privileges than a negative student who fails to observe the rules.

The rules and regulations at Job Corps are designed to assist students to develop the habits that will help them to get and maintain employment. Positive students who observe the rules and regulations will earn incentives as employees on the job earn incentives and greater responsibilities.

Students should ask the Center Standards Officer (CSO) any questions about the incentive system.

23. Why is there an incentive system? _____

Q. STUDENT STANDARDS OF CONDUCT

Center Standards of Conduct (Rules and Regulations)

Purpose

Most students come to the Blackwell Job Corps Center to receive training that will assist them in getting a good paying job. Supporting the Job Corps Standards of Conduct, the rules and regulations, is the best way to complete the program successfully. If the standards are not followed, students are subject to fines, restrictions, demotions, paying for damages, suspension of privileges, reprimands, separation or even arrest.

General Standards

1. Selling products or collecting donations is prohibited without Center Director approval.
2. Periodically, students are scheduled for a medical, dental, counselor, or special appointment. Students are expected to keep them.
3. Students are prompt for work, instructional, medical and counseling appointments, and obey proper instructions.
4. Gambling, lending money or running "protection rackets", (extortion) is prohibited.
5. Maintaining or operating a private vehicle on or around the Center while a student at Blackwell is prohibited.
6. Any sex act, homosexual or heterosexual is prohibited.
7. The use of profanity is not tolerated, nor is any language used to verbally assault or threaten anyone.
8. Center facilities and equipment are treated with respect. Damage, abuse and/or waste is prohibited.
9. Local, state or federal laws are followed while on Center.
10. Curfews are to be obeyed. The Blackwell Job Corps Center is required to know where students are at all times.
11. Absences Without Official Leave (AWOL) are prohibited.
12. No radios or headsets are permitted to be used by students during the training day, Monday through Friday from 7:40 AM to 3:40 PM.
13. Smoking by anyone under 18 years of age is prohibited, per Wisconsin state law.

Building and Safety Rules

1. Observe all no-smoking areas.
2. Use fire alarms in case of a real emergency; students are not to trigger false alarms.
3. Marking of graffiti is prohibited.
4. Being on any Center building roof top is prohibited.
5. Cooking appliances are not permitted in residential dorms.
6. Fully functional fire extinguishers are important safety equipment; students are not to discharge fire extinguishers or open valves of fire extinguishers unless a fire is present.
7. Water fights, food fights, and snow ball fights are unsafe and prohibited.

8. Loitering in the halls or stairs after class hours, during class breaks, and on weekends creates unsafe thoroughfares; students are not to linger in these areas.
9. Students should know locations of areas designated “Restricted” to students; and observe.
10. Engaging in horseplay creates unsafe living and working conditions; horseplay is prohibited.
11. Students should comply with all Safety instructions given by instructors and other Center staff.
12. Students should check and read bulletin boards for Safety News and other announcements.
13. Students should report dangerous or unsafe conditions to their Residential Advisor or instructor. Students should report any injuries to the Supervisor of the area immediately.
14. All students participate in fire drills; buildings are evacuated when the fire siren is heard.
15. In the event of a tornado, students must listen to specific instructions on what to do and where to go.

Dress Code

The purpose of the dress code is to maintain a reasonable standard of appearance and cleanliness in order to present a favorable image of the Blackwell Job Corps Center students to each other, and to the community, as well as prepare for the work environment (employability).

Write up for violation of dress code, automatic \$5.00 fine.

The dress code is posted on bulletin boards throughout the Center. Students should ask staff if they have questions regarding the Dress Code.

The Discipline System

Purpose

A safe and comfortable living and working environment for everyone on Center is the result when students follow the Blackwell Standards of Conduct. The Center Standards of Conduct are upheld through the Discipline System. The Discipline System has three levels of infractions that incorporate a Zero Tolerance Policy for violence and drugs. The three levels are Minor, Intermediate, and Serious Offenses.

Center Standards Officer

The Center Standards Officer (CSO) supervises the Center’s Discipline System to ensure fairness and consistency. Typically, the CSO meets with students who continue to break rules or commit violations of the Center Standards. The CSO investigates, judges and imposes penalties. In addition, the CSO recommends Behavior Review/Fact Finding Board action to the Center Director when the violations or patterns of violations indicate a student may need to be separated from Job Corps.

While students are responsible for knowing and upholding Center Standards of Behavior, all staff members have a key role in upholding the Standards by enforcing Center rules and regulations. By following the discipline system, staff assists students and students help themselves in becoming responsible, employable and productive citizens. If a student continues to break rules particularly after being counseled, staff members write negative Incident reports. The Center Standards Officer (CSO) decides how the violations are handled using the following guidelines:

24. If a student has questions about rules, regulations, or the discipline system, who should he or she ask for help? _____

LEVEL I INFRACTIONS

INFRACTION	1 st INFRACTION
Possession of a gun/weapon on center/under center supervision	Fact Finding Board
Physical assault that causes bodily harm to student or staff	Fact Finding Board
Sexual assault of a criminal nature	Fact Finding Board
Robbery and extortion	Fact Finding Board
Arson	Fact Finding Board
Arrest for a felony on or off center	Fact Finding Board
Possession, distribution, or sale of drugs on center/center supervision	Fact Finding Board
Conviction of drug use, possession, or sale off center	Fact Finding Board
Use of drugs as evidenced by a positive drug test.	Fact Finding Board

LEVEL II INFRACTIONS

	1ST INFRACTION	2nd INFRACTION	3rd INFRACTION
Physical assault with intent to cause bodily harm to student or staff	Fact Finding Board	Fact Finding Board	Fact Finding Board
Sexual harassment	Fact Finding Board	Fact Finding Board	Fact Finding Board
Possession of an item that could be used as a weapon on center.	Fact Finding Board	Fact Finding Board	Fact Finding Board
Fighting	Fact Finding Board	Fact Finding Board	Fact Finding Board
Loan sharking	Fact Finding Board	Fact Finding Board	Fact Finding Board
Destruction of government or private property	Fact Finding Board	Fact Finding Board	Fact Finding Board
Arrest for a misdemeanor on or off center	Fact Finding Board	Fact Finding Board	Fact Finding Board
Gang activity including wearing of gang clothing, colors, or making signs or handshakes that are associated with known gangs	Fact Finding Board	Fact Finding Board	Fact Finding Board
A pattern of inappropriate behavior, failure to follow center rules.	Fact Finding Board	Fact Finding Board	Fact Finding Board
Inhalation of volatile intoxication substances on center.	Fact Finding Board	Fact Finding Board	Fact Finding Board
Use, possession or sale of alcohol on center	Fact Finding Board	Fact Finding Board	Fact Finding Board
Threat of assault with intent to intimidate/coerce any staff or student.	Fact Finding Board	Fact Finding Board	Fact Finding Board
Theft or possession of stolen goods	Fact Finding Board	Fact Finding Board	Fact Finding Board
Inciting a disturbance or creating disorder.	Fact Finding Board	Fact Finding Board	Fact Finding Board
Hazing, initiation and harassment (without assault)	Fact Finding Board	Fact Finding Board	Fact Finding Board
Destruction of government or private property	Fact Finding Board	Fact Finding Board	Fact Finding Board

LEVEL III INFRACTIONS

INFRACTION	1 st INFRACTION	2 nd INFRACTION	3 rd INFRACTION
Gambling	3 hours, 2 week restriction	3 hours, \$3.00, 2 week restriction	Behavior Review Panel
Using profanity, abusive or obscene language	3 hours, 2 week restriction	3 hours, \$3.00, 2 week restriction	Behavior Review Panel
Ethnic agitation, including racial name calling and racial remarks	3 hours, 2 week restriction	3 hours, \$3.00, 2 week restriction	Behavior Review Panel
Refusal to perform assignment or failure to follow instructions	3 hours, 2 week restriction	3 hours, \$3.00, 2 week restriction	Behavior Review Panel
Absent from assigned activity	3 hours, 2 week restriction	3 hours, \$3.00, 2 week restriction	Behavior Review Panel
Disruptive behavior that interferes with the learning of others	3 hours, 2 week restriction	3 hours, \$3.00, 2 week restriction	Behavior Review Panel
Being in an unauthorized or off limit area	\$3.00, 3 hours, 2 week restriction	3 hours, \$3.00, 2 week restriction	Behavior Review Panel
Violation of safety rules	3 hours, 2 week restriction	3 hours, \$3.00, 2 week restriction	Behavior Review Panel
Overt sexual behavior	3 hours, 2 week restriction	3 hours, \$3.00, 2 week restriction	Behavior Review Panel
Hitchhiking	3 hours, 2 week restriction	3 hours, \$3.00, 2 week restriction	Behavior Review Panel
Maintaining or operating a private vehicle on center	3 hours, 2 week restriction	3 hours, \$3.00, 2 week restriction	Behavior Review Panel
Vandalism or abuse of center facilities or property	3 hours, 2 week restriction	3 hours, \$3.00, 2 week restriction	Behavior Review Panel
Violation of center standards of dress and appearance	3 hours, 2 week restriction, \$5.00 fine.	3 hours, \$5.00, 2 week restriction	Behavior Review Panel
Alcohol intoxication on center or under center supervision	3 hours, 2 week restriction.	3 hours, \$3.00, 2 week restriction	Behavior Review Panel
Sleeping in class	3 hours, 2 week restriction.	3 hours, \$3.00, 2 week restriction	Behavior Review Panel
Unauthorized absence from training or center	3 hours, 2 week restriction	3 hours, \$3.00, 2 week restriction	Behavior Review Panel
Smoking in an unauthorized area.	3 hours, 2 week restriction	3 hours, \$3.00, 2 week restriction	Behavior Review Panel
Four(4) minor infractions in 30 days	3 hours, 2 week restriction	3 hours, \$3.00, 2 week restriction	Behavior Review Panel

Note: Any three (3) or more Level III infractions within 30 days equates to a serious infraction. Three Level III infractions for the same offense may result in a Fact Finding Board.

Dorm Court

The Dorm Court, composed of five students and one staff member/advisor (usually the Residential Advisor) hears and evaluates minor offense cases referred by the Residential Advisor (Dorm Manager), Center Standards Officer or Student Leader. Students on the Dorm Court are selected on a voluntary basis to represent the dormitory population. The staff advisor provides leadership and guidance to ensure that the rights and interests of students are upheld. Residential Advisors notify the students of scheduled appearances before the Court, and inform students of their rights.

The Dorm Court may give penalties if a student breaks a dorm rule. Those penalties include extra duty (work detail) and referral to the CSO if a student does not obey the penalty given by the student court. A student can also be referred to the CSO by Dorm Court if he/she repeatedly breaks rules. Cases heard in Dorm Court may include, but are not limited to infractions such as horse playing, failure to do assigned duty, disruptive behavior, smoking in unauthorized area, misuse of telephone privileges, interfering with the rights of others; missing dorm meetings, appointments, and other scheduled meetings, and out of dorm after curfew.

If found guilty by the Dorm Court, a student is either given a verbal warning, a maximum of three hours of extra duty (work detail), and/or referred to the Center Standards Officer. A student may appeal any adverse recommendation of the Dorm Court to the Center Standards Officer.

Persistent disobedience of Center regulations and serious disruptive behavior is prohibited; and leads to a Center Review Board.

Center Review Board

1. The Center Director convenes a Center Review Board(s) to review individual student conduct on and off-Center, to determine whether a student is benefiting from the program, and to recommend appropriate sanctions.
2. The Center Review Board consists of three members, including a chairperson appointed by the Center Director, one staff and one student.
3. The student representative on the board is the President of SGA or another elected officer, if available.
4. The Center Review Board does not include the Center Director, Deputy Director, Acting Director, Group Living Manager, any Center Counselor, or the Center Standards Officer.
5. The CSO notifies the student orally and in writing at least 24 hours before the hearing of the specific allegation(s) and the penalties that may be imposed.
6. The CSO attaches to the notice of the Review Board's hearing a list of the student's rights. These rights are also presented orally to the student.

Board Recommendations

1. The Center Review Board considers all relevant information and determines the student's culpability or non-culpability.
2. Review Board recommendations are made by simple majority.
3. If culpability is found, the Review Board recommends the appropriate penalty.
4. When a student appeals a decision of the CSO, the Review Board may uphold, reduce, or cancel any penalty given by the CSO.
5. Penalties imposed by the Review Board include restriction to Center of up to 30 days, suspensions of privileges, demotion or denials, fines up to \$5.00, extra duty, and recommendation for disciplinary discharge to the Center Director.
6. If disciplinary discharge is found to be warranted, the Review Board must recommend such to the Center Director. Students found guilty of Level I infractions are discharged as required by the Policy and Requirements Handbook.
7. The Review Board keeps an accurate and complete summary of its proceedings (verbatim transcripts are not required). Sworn testimony is not required at any of the hearings.
8. The Center Director or his/her designee personally reviews all recommendations of the Center Review Board.

Center Appeal Procedures

1. Students sanctioned by the student behavior management council (Dorm Court) may appeal to the CSO.
2. Students have the right to appeal decisions of the CSO to the Review Board.
3. Students have 30 days to exercise their right to appeal disciplinary discharge decisions of the Center Director to the Regional Appeals Board.
4. If a recommendation for disciplinary discharge is made and the recommendation is upheld by the Center Director, the discharge becomes final and the student is terminated and sent home. The Review Board record is retained at the Center until reviewed at the next center review.
5. If the student initially accepts a disciplinary discharge without indicating an intent to appeal to the Regional Appeals Board, but later wishes to appeal, the student sends an appeal statement to the Regional Appeals Board within 30 days of the disciplinary discharge. The Regional Office notifies the center that the student has appealed the discharge. The center then sends the Review Board record with supporting documentation to the Regional Appeals Board.
6. If the appeal statement is not completed before departure, the student is instructed to complete the statement after departure and forward it to the Regional Office in an addressed envelope provided by the Center.
7. Appeals should be sent to the address as follows:
US Department of Labor
Office of Job Corps
Attention: Chairperson, Regional Appeals Board
John C. Kluczynski Building
230 South Dearborn Street, Suite 676
Chicago, IL 60604-1505

Non - Resident Student and the Discipline System

A Non-Resident student is a student from “the time he/she arrived at any Center activity or program day until he/she leaves such activity or program.” During this time, Non-resident students are expected to represent Blackwell Job Corps Center in a positive manner. They are responsible for abiding by the Center Standards of Behavior. Any violation of the Job Corps rules and regulations established to maintain those standards will be referred to the Center Standards Officer for proper disciplinary action.

25. Name the Center Director. _____